

# GENERAL INFORMATION/INSTRUCTIONS - REAL ESTATE APPRAISERS

Access this form via website at: [www.state.hi.us/dcca/pvl](http://www.state.hi.us/dcca/pvl)

- Copies of the Real Estate Appraisers laws, Chapter 466K, HRS and rules, Chapter 114, HAR may be obtained by sending \$1.50 to Cashier, DCCA, P.O. Box 541, Honolulu, Hawaii 96809, or copies may be picked up at the Cashier's Office on the 3rd Floor, 1010 Richards Street. (Price subject to change without notice) Chapter 436B, Hawaii Revised Statutes, the Professional and Vocational Licensing Law may be purchased separately for 75¢.

- The LAWS and RULES are posted on our website at: [www.state.hi.us/dcca](http://www.state.hi.us/dcca). Look under "Obtaining Information".

- Mail all required forms to:

Real Estate Appraisers  
DCCA, PVL Licensing Branch  
P. O. Box 3469  
Honolulu, HI 96801  
[www.state.hi.us/dcca/pvl](http://www.state.hi.us/dcca/pvl)

Phone: (808) 586-3000

Toll free voice access numbers for the neighbor islands:

Kauai - 274-3141 Ext. 6-3000  
Maui - 984-2400 Ext. 6-3000  
Hawaii - 974-4000 Ext. 6-3000  
Molokai - 1-800-468-4644 Ext. 6-3000  
Lanai - 1-800-468-4644 Ext. 6-3000

or

Deliver to office location at:

1010 Richards St., 1st Floor  
Honolulu, HI 96813  
Phone: (808) 586-3000

- Please keep the department informed of all address changes.

ALL APPLICANTS: Submit a completed application and the fee of **\$25**. Make check payable to: COMMERCE & CONSUMER AFFAIRS. The application fee is not refundable.

- **Failure to provide all the requested information will delay the processing of your application.**

## FEES

Upon approval of your application, you will be sent a notice that the following license or certificate fees will be due.

For license or certificate issued in the first year of the biennium  
(**Even-numbered** years), pay ..... \$245  
(License/Certificate fee-\$100 + Compliance Resolution Fund-\$70 + Annual Registry Fee-\$50 + second year of two-year license period-\$25)

For license or certificate issued in the second year of the biennium  
(**Odd-numbered** years), pay ..... \$160  
(License/Certificate fee-\$100 + Compliance Resolution Fund-\$35 + Annual Registry Fee-\$25)

**Note:** One of the numerous legal requirements that you must meet in order for your new license to issue is the payment of fees as set forth in this application. You may be sent a license certificate before the check you sent us for your required fees clears your bank. If your check is returned to us unpaid, you will have failed to pay the required licensing fee and your license will not be valid, and you **may not** do business under that license. Also, a \$15.00 service fee will be charged for checks which are returned by the bank.

If for any reason you are denied the license you are applying for, you may be entitled to a hearing as provided by Title 16, Chapter 201, Hawaii Administrative Rules, and/or Chapter 91, Hawaii Revised Statutes. Your written request for a hearing must be directed to the agency that denied your application, and must be made within 60 days of notification that your application for a license has been denied.

## ABANDONMENT OF APPLICATION

You must submit all required documents and information within two years from the last date documents or information were requested or it will be considered abandoned and the Director may destroy it.

## BIENNIAL RENEWAL

All licenses and certificates will expire on December 31 of each odd-numbered year. To renew, you are required to submit a completed renewal application, fees, proof of required completed continuing education hours, and proof of completion of a USPAP course within the 5 years prior to renewal.

# REQUIREMENTS - REAL ESTATE APPRAISERS LICENSE

Access this form via website at: [www.state.hi.us/dcca/pvl](http://www.state.hi.us/dcca/pvl)

Applicants for licensure must meet the following requirements:

- (1) Education
- (2) Experience
- (3) Pass an examination
- (4) Possess a reputation for honesty, truthfulness, fairness and financial integrity

## EDUCATION

Education must cover the following topics:

- |  |   |
|--|---|
| (A) Influences on real estate value;   | (I) Appraisal math and statistics;                        |
| (B) Legal considerations in appraisal; | (J) Sales comparison approach;                            |
| (C) Types of value;                    | (K) Site value;   |
| (D) Economic principles;               | (L) Cost approach;  |
| (E) Real estate markets and analysis;  | (M) Income approach;                                      |
| (F) Valuation process;                 | (N) Valuation of partial interests; and                   |
| (G) Property description;              | (O) Uniform standards of professional appraisal practice. |
| (H) Highest and best use analysis;     |   |

Applicants for certification must demonstrate that their education included narrative report writing in addition to the topics listed above.

**A course in the Uniform Standards of Professional Appraisal Practice must have been completed within two years prior to the application date. There are no time restrictions placed on the other courses.** The course must be a minimum of 15 hours in length and the applicant must have passed an examination related to the course.

Applicants for State Licensed Appraiser (SLA) and Certified Residential Appraiser (CRA) must have at least 30 hours of education directly related to the valuation of residential property. Applicants for Certified General Appraiser (CGA) must have at least 30 hours of education directly related to the valuation of nonresidential property and 30 hours of education directly related to income valuation.

Courses taken at an accredited college or university are automatically approved. An applicant submitting a course for licensing or certification from an accredited course provider must include full course description if the course is not an appraiser course. (Example: Applicant submits Finance 301 and wants to claim a minimum of 15 hours of economic principles.)

Nonaccredited course providers must submit and obtain course approval from the Director, Department of Commerce and Consumer Affairs (DCCA) or his/her authorized representative in order for the applicant to be credited for the course. If approved by the Director, an index number would have been issued to the nonaccredited body. It will be the applicant's responsibility to obtain this information directly from the nonaccredited body.

**Attach transcripts or course completion certificates to the application form.**

## EXPERIENCE

**Minimum number of years of appraisal experience:** SLA and CRA - 2 years; CGA - 30 months.

**Minimum number of hours of appraisal experience:** SLA - 2,000 hours; CRA - 2,500 hours; CGA - 3,000 hours (including 1,500 hours of nonresidential appraisals).

All applicants must **submit** a notarized letter from their employer(s) attesting to the fact that the applicant has completed the required number of hours of work experience and include dates of employment.

**Applicants must complete both the Employment and Experience History and Experience Record forms.**

**Failure to provide all the requested information will delay the processing of your application.**

Applicants for Certified General Appraiser (CGA) must include a minimum of two narrative (or similar) reports. Narratives can be returned upon request by applicants.

## EXAM INFORMATION

APPLICANTS MUST PASS THE STATE LICENSED OR CERTIFIED RESIDENTIAL OR CERTIFIED GENERAL EXAMINATION.

Apply to take the examination following the information provided in the *"ExPro Electronic Test Administration Candidate Handbook"*.

**Attach** verification of passing the appropriate examination.

## REPUTATION REQUIREMENT

All applicants must **submit** three notarized certificates (REA-05) from individuals who have had dealings with the applicant relating to the applicant's appraisal experience and reputation for honesty, truthfulness, fairness, and financial integrity. Applicant must complete name and type of license applying for in top right corner. Failure to complete will result in a delay of processing of your application.

Type of License	STATE LICENSED	CERTIFIED RESIDENTIAL	CERTIFIED GENERAL
<p>EDUCATION</p> <p>*Note: The USPAP course must have been completed within 2 years of application.</p>	<p><b>90</b> educational credit hours of which <b>15</b> hours must have been a course in the Uniform Standards of Professional Appraisal Practice (USPAP) and <b>30</b> hours must be directly related to the valuation of residential property.</p>	<p><b>135</b> educational credit hours of which <b>15</b> hours must have been a course in the Uniform Standards of Professional Appraisal Practice (USPAP) and <b>30</b> hours must be directly related to the valuation of residential property.</p>	<p><b>180</b> educational credit hours of which <b>15</b> hours must have been a course in the Uniform Standards of Professional Appraisal Practice (USPAP), <b>30</b> hours must be directly related to the valuation of nonresidential property and <b>30</b> hours must be directly related to income valuation.</p>
<p>EXPERIENCE</p>	<p>2,000 hours within a minimum of 2 years.</p>	<p>2,500 hours within a minimum of 2 years.</p>	<p>3,000 hours of which 1,500 hours must be in Nonresidential Appraisals within a minimum of 30 months.</p>
<p>EXAMINATION</p>	<p>Must have passed either the State Licensed or Certified Residential or Certified General Examination.</p>	<p>Must have passed either the Certified Residential or Certified General Examination.</p>	<p>Must have passed the Certified General Examination.</p>
<p>REPUTATION</p>	<p>Must submit <u>3</u> notarized references from individuals who have had dealings with the applicant relating to the applicant's appraisal experience and reputation for honesty, truthfulness, fairness and financial integrity.</p>		

This material can be made available for individuals with special needs. Please call the Licensing Branch Manager at (808) 586-3000 to submit your request.

**APPLICATION FOR LICENSE/CERTIFICATE - REAL ESTATE APPRAISER**

[ ] Approved Initials/date:  
 [ ] Denied

Read the attached "Instructions and Requirements" before completing this form.

Name (First, Middle)		(Last)
Residence Address (Include apt. no., city, state & zip code)		
Mailing Address (ONLY if different from residence)	Business Address (to be posted on National Registry via Internet)	
Social Security No.	Phone No. (days)	

FOR OFFICE USE ONLY

Effective date	License No.
Indicate type of license/certificate you are applying for: <input type="checkbox"/> State Licensed Appraiser <input type="checkbox"/> State Certified Residential Appraiser <input type="checkbox"/> State Certified General Appraiser	

Circle appropriate answers. If you answer "YES" to questions 5, 6, 7 and/or 8, give full details on a separate sheet. As needed provide appropriate support documents (i.e. court order).

- 1) Are you at least 18 years of age? ..... YES NO
- 2) Are you a U.S. citizen, a U.S. national, or an alien authorized to work in the United States? ..... YES NO
- 3) Have you ever used any other name(s)? ..... YES NO  
 If so, what name(s) \_\_\_\_\_
- 4) Have you ever held an appraiser or any other license? ..... YES NO  
 (Type/Lic No: \_\_\_\_\_ Status: \_\_\_\_\_ State: \_\_\_\_\_)
- 5) Have you ever had any license suspended, revoked, or otherwise subject to disciplinary action?..... YES NO
- 6) Have you been employed by any business whose license was suspended, revoked, or otherwise subject to disciplinary action? ..... YES NO
- 7) In the past 20 years, have you ever been convicted of a criminal or civil matter in which the conviction has not been annulled or expunged? ..... YES NO
- 8) Have you ever had or are there pending any lawsuits, tax liens, or any other type of judgement or lien against you? ..... YES NO
- 9) Are you now under investigation or are there any disciplinary proceedings or actions taken or pending against you by any jurisdiction? ..... YES NO

**Affidavit of Applicant:**

I certify that the answers and statements in this application and the documents attached are true and correct. I understand that misrepresentation is grounds for refusal or subsequent revocation of license or certificate (Sec. 710-1017, Hawaii Revised Statutes).

I also appoint the Director of the Department of Commerce and Consumer Affairs to act as my agent upon whom all judicial and other process or legal notices directed to me may be served. Service upon the Director shall have the same force and validity as if personally served upon me, and the Director's authority shall remain in force as long as the liability remains outstanding.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

This material can be made available for individuals with special needs. Please call the Licensing Branch Manager at (808) 586-3000 to submit your request.

Appl.....	691.....	\$25
Lic/Cert.....	692.....	\$100
Annual Registry Fee.....	919.....	\$25/50
1/2 Ren.....	690.....	\$25
CRF.....	696.....	\$35/\$70
Service Fee.....	BCF.....	\$15

# EDUCATION - REAL ESTATE APPRAISERS

Applicant's Name

(Type or Print)

Education must have included coverage of all topics listed below. In the columns on the right, list the course which provided coverage of the topics listed below. It would be appropriate to list a course more than once.

	<u>Covered In: (List courses as numbered below)</u>
(A) Influences on real estate value .....	_____
(B) Legal considerations in appraisal .....	_____
(C) Types of value .....	_____
(D) Economic principles .....	_____
(E) Real estate markets and analysis .....	_____
(F) Valuation process .....	_____
(G) Property description .....	_____
(H) Highest and best use analysis .....	_____
(I) Appraisal math and statistics .....	_____
(J) Sales comparison approach .....	_____
(K) Site value .....	_____
(L) Cost approach .....	_____
(M) Income approach .....	_____
(N) Valuation of partial interests .....	_____
(O) Uniform standards of professional appraisal practice .....	_____
(P) Narrative Report Writing .....	_____

List courses which satisfy the minimum requirement of 30 hours directly related to the valuation of residential property (SLA, CRA) OR 30 hours directly related to the valuation of nonresidential property and 30 hours directly related to income valuation (CGA).

List courses below and **attach copies of certificates, transcripts or other documentation to verify credits.**

COURSE NAME	COURSE PROVIDER	NO. OF HOURS	INDEX NO. (If appropriate)	OFFICE USE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

**EXPERIENCE RECORD - REAL ESTATE APPRAISERS**

Access this form via website at: [www.state.hi.us/dcca/pvl](http://www.state.hi.us/dcca/pvl)

Applicant's Name \_\_\_\_\_  
(Type or Print)

*Complete form and have form notarized.*

Each applicant shall submit notarized verification of a minimum of two years of appraisal experience obtained prior to the date of application. A year is defined as one thousand hours and may be cumulative. Applicants for State General certification shall have one thousand of the two thousand hours in nonresidential appraisal work.

Acceptable appraisal experience includes but is not limited to:

- |                              |                                   |
|------------------------------|-----------------------------------|
| (1) Fee and staff appraisal  | (5) Real Estate Counseling        |
| (2) Ad Valorem tax appraisal | (6) Highest and best use analysis |
| (3) Review appraisal         | (7) Feasibility analysis/study    |
| (4) Appraisal analysis       | (8) Teaching of appraisal courses |

Experience obtained after October 1, 1991, shall be credited only if the experience is obtained by the applicant while holding a transitional State license or under the direct supervision of a State licensed appraiser or a State certified appraiser.

List your experience and number of hours under the appropriate columns. Attach additional sheets if necessary. If requested, you must produce experience documentation in the format or reports or file memoranda. Also, submit experience verification from the licensed or certified appraiser who has been supervising you.

	NUMBER OF HOURS	
	Residential	Commercial
Property Appraised: <u>1350 Aloha Drive</u> Type of Property: <u>Single Family</u> Location: <u>Honolulu, HI</u> (Residential or Commercial) <u>Residential</u> Type of Experience: <u>Fee Appraisal</u> Valuation: <u>\$250,000.00</u> Date Started: <u>8/10/93</u> Date Completed: <u>9/10/93</u>	40	
Property Appraised: _____ Type of Property: _____ Location: _____ (Residential or Commercial) _____ Type of Experience: _____ Valuation: _____ Date Started: _____ Date Completed: _____		
Property Appraised: _____ Type of Property: _____ Location: _____ (Residential or Commercial) _____ Type of Experience: _____ Valuation: _____ Date Started: _____ Date Completed: _____		

List your experience and number of hours under the appropriate columns. Attach additional sheets if necessary. If requested, you must produce experience documentation in the format of reports or file memoranda. Also, submit experience verification from the licensed or certified appraiser who has been supervising you.

	<b>NUMBER OF HOURS</b>	
	<u>Residential</u>	<u>Commercial</u>
Property Appraised: _____ Type of Property: _____ Location: _____ (Residential or Commercial) _____ Type of Experience: _____ Valuation: _____ Date Started: _____ Date Completed: _____	_____	_____
Property Appraised: _____ Type of Property: _____ Location: _____ (Residential or Commercial) _____ Type of Experience: _____ Valuation: _____ Date Started: _____ Date Completed: _____	_____	_____
Property Appraised: _____ Type of Property: _____ Location: _____ (Residential or Commercial) _____ Type of Experience: _____ Valuation: _____ Date Started: _____ Date Completed: _____	_____	_____
Property Appraised: _____ Type of Property: _____ Location: _____ (Residential or Commercial) _____ Type of Experience: _____ Valuation: _____ Date Started: _____ Date Completed: _____	_____	_____

I am willing and able to produce, upon request, experience documentation of the above experience in the form of appraisal reports or file memoranda.

I certify that the statements on this form are true and correct. I understand that misrepresentation is grounds for refusal or subsequent revocation of license or certificate (Section 710-1017, Hawaii Revised Statutes).

\_\_\_\_\_  
Signature

Date \_\_\_\_\_

**EMPLOYMENT AND EXPERIENCE HISTORY - REAL ESTATE APPRAISERS**

Access this form via website at: [www.state.hi.us/dcca/pvl](http://www.state.hi.us/dcca/pvl)

Applicant's Name

(Type or Print)

List your employment history for the last five years beginning with your most recent position. Use additional sheets if necessary. Have each sheet notarized.

Name of Employer _____ Address _____ Phone No. _____ Date Started _____ Date Ended _____ Job Title _____ _____	Major Duties and Responsibilities: _____ _____ _____ _____ _____ _____
Name of Employer _____ Address _____ Phone No. _____ Date Started _____ Date Ended _____ Job Title _____ _____	Major Duties and Responsibilities: _____ _____ _____ _____ _____ _____
Name of Employer _____ Address _____ Phone No. _____ Date Started _____ Date Ended _____ Job Title _____ _____	Major Duties and Responsibilities: _____ _____ _____ _____ _____ _____

**Affidavit of Applicant:**

I certify that the statements on this application are true and correct. I understand that misrepresentation is grounds for refusal or subsequent revocation of license or certificate (Section 710-1017, Hawaii Revised Statutes).

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Applicant

**CERTIFICATE OF HONESTY, TRUTHFULNESS, FAIRNESS AND FINANCIAL INTEGRITY - REAL ESTATE APPRAISER**

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*\*This form must be filled out by individuals who have had dealings with the applicant relating to the applicant's appraisal experience and reputation for honesty, truthfulness, fairness, and financial integrity.*

The person named as applicant has applied for licensure or certification as a Real Estate Appraiser in the State of Hawaii. We will appreciate your fair and honest assessment as requested below.

Please complete the following form and return it to the applicant for submittal to the Department of Commerce and Consumer Affairs.

<p><b>Applicant:</b> Complete information in this double-lined block only</p> <hr/> <p>Indicate type of license/certificate applying for:</p> <p><input type="checkbox"/> State Licensed Appraiser</p> <p><input type="checkbox"/> State Certified Residential Appraiser</p> <p><input type="checkbox"/> State Certified General Appraiser</p> <hr/> <p>Applicant Name (First-Middle-LAST)</p>
--

- 1a) How well do you know the applicant (circle)? .....
- b) Length of acquaintance.....
- c) Contacts with this person were through what kind of activity (circle "X")?.....

**VERY WELL                      WELL                      SLIGHTLY                      NOT AT ALL**

\_\_\_\_\_ yrs. \_\_\_\_\_ mos.

If through other kind of activity, indicate activity:  
\_\_\_\_\_

- X ..... Associate worker
- X ..... Lender (Financial Institution)
- X ..... Professional society
- X ..... Student in my class(es)
- X ..... Social or community activities

- 2) Give your opinion of applicant's REPUTATION FOR HONESTY, TRUTHFULNESS, FAIRNESS AND FINANCIAL INTEGRITY .....

- 3a) Do you have knowledge of the applicant's appraisal experience? .....

YES NO

- b) Indicate your opinion of the quality of appraisal performance. (Circle "X")

**HIGH GRADE      AVERAGE      MEDIOCRE      UNSATISFACTORY      NO OPINION**

X                      X                      X                      X                      X

- 4) Has applicant to your knowledge, ever been guilty of:
- a) Fraud or dishonesty? .....
- b) Unprofessional conduct?.....
- c) Practicing under an assumed name? .....

YES NO  
YES NO  
YES NO

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Notary Public, State of \_\_\_\_\_  
My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Signature

Print Name \_\_\_\_\_

Employer-Position \_\_\_\_\_

Phone No. \_\_\_\_\_

**CERTIFICATE OF HONESTY, TRUTHFULNESS, FAIRNESS AND FINANCIAL INTEGRITY - REAL ESTATE APPRAISER**

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Indicate type of license/certificate applying for: <input type="checkbox"/> State Licensed Appraiser <input type="checkbox"/> State Certified Residential Appraiser <input type="checkbox"/> State Certified General Appraiser
Applicant Name (First-Middle-LAST)

- 1a) How well do you know the applicant (circle)? .....
- b) Length of acquaintance.....
- c) Contacts with this person were through what kind of activity (circle "X")?.....
- If through other kind of activity, indicate activity:  
 \_\_\_\_\_

**VERY WELL                      WELL                      SLIGHTLY                      NOT AT ALL**

\_\_\_\_\_ yrs. \_\_\_\_\_ mos.

- X ..... Associate worker
- X ..... Lender (Financial Institution)
- X ..... Professional society
- X ..... Student in my class(es)
- X ..... Social or community activities

- 2) Give your opinion of applicant's REPUTATION FOR HONESTY, TRUTHFULNESS, FAIRNESS AND FINANCIAL INTEGRITY .....

- 3a) Do you have knowledge of the applicant's appraisal experience? .....

YES NO

- b) Indicate your opinion of the quality of appraisal performance. (Circle "X")

<b>HIGH GRADE</b>	<b>AVERAGE</b>	<b>MEDIOCRE</b>	<b>UNSATISFACTORY</b>	<b>NO OPINION</b>
X	X	X	X	X

- 4) Has applicant to your knowledge, ever been guilty of:
- a) Fraud or dishonesty? .....
- b) Unprofessional conduct?.....
- c) Practicing under an assumed name? .....

YES NO  
 YES NO  
 YES NO

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Notary Public, State of \_\_\_\_\_  
 My commission expires: \_\_\_\_\_

\_\_\_\_\_  
 Signature

Print Name \_\_\_\_\_

Employer-Position \_\_\_\_\_

Phone No. \_\_\_\_\_

**CERTIFICATE OF HONESTY, TRUTHFULNESS, FAIRNESS AND FINANCIAL INTEGRITY - REAL ESTATE APPRAISER**

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--

- 1a) How well do you know the applicant (circle)? .....
- b) Length of acquaintance.....
- c) Contacts with this person were through what kind of activity (circle "X")?.....

**VERY WELL                      WELL                      SLIGHTLY                      NOT AT ALL**

\_\_\_\_\_ yrs. \_\_\_\_\_ mos.

If through other kind of activity, indicate activity:  
\_\_\_\_\_

- X ..... Associate worker
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- X ..... Student in my class(es)
- X ..... Social or community activities

- 2) Give your opinion of applicant's REPUTATION FOR HONESTY, TRUTHFULNESS, FAIRNESS AND FINANCIAL INTEGRITY .....

- 3a) Do you have knowledge of the applicant's appraisal experience? .....

YES NO

- b) Indicate your opinion of the quality of appraisal performance. (Circle "X")

<b>HIGH GRADE</b>	<b>AVERAGE</b>	<b>MEDIOCRE</b>	<b>UNSATISFACTORY</b>	<b>NO OPINION</b>
X	X	X	X	X

- 4) Has applicant to your knowledge, ever been guilty of:
- a) Fraud or dishonesty? .....
- b) Unprofessional conduct?.....
- c) Practicing under an assumed name? .....

YES NO  
YES NO  
YES NO

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Notary Public, State of \_\_\_\_\_  
My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Signature

Print Name \_\_\_\_\_

Employer-Position \_\_\_\_\_

Phone No. \_\_\_\_\_